

Retention and Classification Report

Agency: Department of Environmental Quality (331)

P.O. Box 144810
195 North 1950 West
Salt Lake City, UT 84114-4810

Records Officer Laurie Leib

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AGENCY: Department of Environmental Quality

SERIES: 22020

3

TITLE: Adjusting entries

DATES: 1991-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

Adjustments created by agency accounting officers and sent to the Division of Finance to correct errors on warrant requests and interdepartmental transfers.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 4.

AUTHORIZED: 12/08/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Environmental Quality

SERIES: 22020

TITLE: Adjusting entries

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality

SERIES: 22019

3

TITLE: Cash receipts

DATES: 1991-

ARRANGEMENT: Numerical by receipt number

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

Agency copy of receipts given to customers who pay the agency for services rendered.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 13.

AUTHORIZED: 07/14/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Environmental Quality

SERIES: 22019

TITLE: Cash receipts

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality

SERIES: 26060

3

TITLE: Department of Environmental Quality Budgets

DATES: 1980-

ARRANGEMENT: Chronological by year, thereunder alphabetical by division

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 2.

AUTHORIZED: 12/16/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These budget records have value both for administrative and historical purposes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality

SERIES: 6733

4

TITLE: Division director's administration files

DATES: i 1973-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION:

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/31/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

These records have long-term administrative and historical value because they document the activities and policies of the division. Records under "1" include letters of transmittal that do not contribute information to that contained in the transmitted material; quasi-official notices such as memoranda and other papers that do not document or pertain to official actions, such as notices of holidays or charity and welfare fund appeals. Records under "2" include documents concerned with office organization, staffing, procedures, and communications; daily office personnel administration; offices supplies and services, equipment requests and receipts; office space use and utilities. Records which are duplicated in other locations are in

AGENCY: Department of Environmental Quality

SERIES: 6733

TITLE: Division director's administration files

(continued)

this classification, "2", also. Records under "3" are not duplicated in other locations and they document office organization and function, its pattern of action, its policies, procedures, and achievements.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality

SERIES: 26631

3

TITLE: Employee grievance files

DATES: 2007-

ARRANGEMENT: Chronological by date thereunder alphabetical by name of employee

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records originate with the review of complaints, grievances, and appeals raised by the work or conduct of agency employees. Files contain statements of witnesses, reports of interviews and hearings, supervisors' cuff notes, correspondence, documentation of phone calls, and information relating to reconsideration requests. Files are kept to assist management in tracking employee performance and making decisions concerning the status of employees. Equal Employment Opportunity (EEO) complaints are kept separately.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 19.

AUTHORIZED: 11/09/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Department of Environmental Quality

SERIES: 26631

TITLE: Employee grievance files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9)(a),(d)

SECONDARY CLASSIFICATION(S):

Exempt. UCA 67-19a-101

AGENCY: Department of Environmental Quality

SERIES: 12121

3

TITLE: Final time summary report

DATES: 1991-

ARRANGEMENT: Chronological by pay period, thereunder numerical by low organization number, thereunder alphabetical by employee name

ANNUAL ACCUMULATION:

DESCRIPTION:

This report provides information on the regular and overtime hours paid. It also includes all other earnings and the labor distribution. It is used to check payroll entry for completeness and accuracy. Information includes employee name and social security number, low organization number, hourly pay rate, hours worked leave taken, and W4 information.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 5.

AUTHORIZED: 05/26/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Environmental Quality

SERIES: 12121

TITLE: Final time summary report

(continued)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Department of Environmental Quality

SERIES: 12122

3

TITLE: Labor cost distribution report

DATES: 1991-

ARRANGEMENT: Chronological by pay period, thereunder numerical by low organization number, thereunder alphabetical by employee name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Reports maintained by receiving and reporting units, which document how much it costs an entity to provide a service and the fee they charge for that service.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 15.

AUTHORIZED: 05/26/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Environmental Quality

SERIES: 12122

TITLE: Labor cost distribution report

(continued)

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Department of Environmental Quality

SERIES: 22018

3

TITLE: Payment vouchers

DATES: 1991-

ARRANGEMENT: Numerical by voucher number

ANNUAL ACCUMULATION: 16.00 cubic feet.

DESCRIPTION:

These records are payment vouchers generated by the Department of Environmental Quality for expenditures by the department and its divisions.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

AUTHORIZED: 07/14/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

Administrative

AGENCY: Department of Environmental Quality

SERIES: 22018

TITLE: Payment vouchers

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(e)(2008)

AGENCY: Department of Environmental Quality

SERIES: 12123

3

TITLE: Payroll period time records

DATES: 1986-

ARRANGEMENT: Chronological by date of pay period

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These are employee time sheets for the department and include regular hours worked, leave taken, overtime, and excess hours worked.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

APPRAISAL:

Legal

This disposition is based on the legal requirements contained in 29 CFR 1910.20(14c) (1990) concerning employee exposure records.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality

SERIES: 12123

TITLE: Payroll period time records

(continued)

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Department of Environmental Quality

SERIES: 16807

3

TITLE: Personnel files

DATES: 1956-

ARRANGEMENT: Alphabetical by employee name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the official personnel files for the entire division. They include name, address, social security number, work history, and all changes in employee's grade, step, pay, and position title and classification code, letters of commendation, letters of recommendation, training completion certificates, and application for employment, performance appraisal information, salary history, low organization number, distribution code, performance plan, and position descriptions questionnaires, new hire information, rehire information, cost of living adjustment, promotion, reinstatement, transfer from divisions, performance increases, reassignments, leave without pay status, productivity increase, special adjustments, demotions, reclassifications, longevity, and other specified actions.

RETENTION:

Retain 65 years after separation of employee

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until separation of employee and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

AGENCY: Department of Environmental Quality

SERIES: 16807

TITLE: Personnel files

(continued)

APPRAISAL:

Administrative

Department policy calls for the division to transfer to personnel file of a separated employee to the department's Bureau of Personnel. They then dispose of the file according to their own retention schedule.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Department of Environmental Quality

SERIES: 6669

3

TITLE: Pre-design plan files

DATES: i 1978-

ARRANGEMENT: Alphabetical by project name

ANNUAL ACCUMULATION:

DESCRIPTION:

This is information submitted by individuals or companies who intend to begin construction projects. The information is reviewed by the division and the agency submitting it is informed what environmental regulations they will have to comply with and what permits they will have to secure. The files include plans, plan review sheets, notice of intent to construct, description of the proposed facility, letters of transmittal, environmental impact statements, notice of plan approval, correspondence, name and address of the company, a description of the project, a description of the facility or construction proposed, the projected environmental impact, names of the reviewers, and their written responses.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 6, Item 5.

AUTHORIZED: 08/07/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until no longer needed and then destroy.

Microfiche master: Retain in Archives for 1 year and then destroy.

Microfiche duplicate: Retain in Archives for 1 year and then destroy.

AGENCY: Department of Environmental Quality

SERIES: 6669

TITLE: Pre-design plan files

(continued)

APPRAISAL:

Administrative

This information is only needed until the contractor has been advised as to what regulations he must follow. After that, all the information in this file will be repeated in the appropriate bureau regulatory or permit file. Retention is uncertain as this phase of the project can drag out for several years. However, most approvals will be secured within a year.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality

SERIES: 11878 3

TITLE: Professional and inter-agency contracts and memorandums of agreement

DATES: 1969-

ARRANGEMENT: Filed by division/bureau, thereunder alphabetical by contractors name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are professional contracts and memorandums of agreement, and are used to procure professional services, maintenance, leases space, and environmental remediation. The agreements and contracts are between the agency and professional individuals or between agencies for services rendered or received. The information documents the terms and conditions which obligate parties involved in the these agreements. They also include records of payment where funds are involved. Information includes correspondence, memorandums of understanding, and inter-agency agreements.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/02/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after expiration of the contract or memorandum and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Environmental Quality

SERIES: 11878

TITLE: Professional and inter-agency contracts and memorandums of agreement

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality

SERIES: 24219

3

TITLE: Publications

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 05/03/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
Publications document agency history and functions. Publications have ongoing research value.

AGENCY: Department of Environmental Quality

SERIES: 24219

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality

SERIES: 12819

3

TITLE: Recruitment records

DATES: 1991-

ARRANGEMENT: Numerical by certification number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Correspondence, letters, telegrams offering appointments to potential employees, job listings, job/class specifications, job analysis questionnaires, applications for employment, DHRM-7, transcripts, and resumes used to recruit employees for new and vacant positions in the Department, contains offers that are declined (applicants not hired). Those offers accepted maintained in the employee personnel file.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until they become inactive and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

AGENCY: Department of Environmental Quality

SERIES: 12819

TITLE: Recruitment records

(continued)

APPRAISAL:

Administrative Legal

This disposition is based on the administrative needs expressed by the agency. This disposition is also based on legal requirements covered Americans with Disabilities Act.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Department of Environmental Quality

SERIES: 5251

3

TITLE: Water quality sample certificates

DATES: 1974-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.